

Murray Silver Blades Figure Skating Club

Meeting Minutes

August 23, 2016

I. Call to order

Matthew Shepard called to order the regular meeting of the Murray Silver Blades Figure Skating Club at 6:00 PM on August 23, 2016 at County Ice Center Rink Murray, Utah.

II. Roll call

Kara Blackstock (standing in for Secretary Susie Schramm) conducted a roll call. The following persons were present: Kara Blackstock, Matt Shepard, Jamie Thomas, Paulette Melby, Andy Wargula, Kirsten Timms, Hilary Adams, and Michelle Watts.

Introduction of 2016 - 2017 Voting Board Members

- **President:** Matt Shepard
- **Vice President:** Kirsten Timms
- **Secretary:** Susie Schramm
- **Treasurer:** Paulette Melby
- **Membership:** Michelle Watts

The following persons were excused: Susie Schramm, Denise Peterson, and Travis Newey

III. Approval of minutes from last meeting

This is the first board meeting of the season. There are no previous minutes for approval.

IV. Open issues

- a) There are concerns that volunteer hours from the 2015-2016 were not recorded correctly and some parents may be incorrectly charged.
 - **Action Item – Kara will pull recorded volunteer hours from VolunteerSpot.com and mail to Paulette.**
 - **Action Item – Paulette will compile all hours for parent volunteers from the 2015-2016 season and send out invoices necessary for uncompleted hours.**
 - Any parent will be able to contest the number of volunteer hours recorded for their skater. Paulette will record the contested hours and change the invoice accordingly.
- b) There is no current Volunteer Chair. The club needs an effective way to track volunteer hours since it is a requirement of membership.

- Future plans may include building a form into the website to allow parents to log and track their own hours.
 - Matt could build a form that will display on the website and be automatically compiled into a spreadsheet.
 - Each board member would monitor the volunteer hours tracked for events hosted by their area of responsibility.
- SignUp.com will continue to be used to track volunteer roles during club activities.
- **Action Item: Kara will build a spread sheet that includes all 20163-2017 MSBFSC members and house it on the club's Google Drive.**
- **Action Item: All board members will assist in tracking and monitoring volunteer hours.**

c) Public MSBFSC information needs to be updated for the 2016-2017 season.

- Proposed: Coaches credentials be added back to the club board by the entrance of the rink
- Proposed: Pictures of board members will be made smaller and the coaches' pictures will stay the same size to advertise the (amazing) MSBFSC professional members.
- **Action Item: Matt will meet with Daryl Bacon to clarify regulations for rink display boards on loan to the MSBFSC.**
- **Action Item: Kirsten will coordinate to get display boards updated.**

V. New business

- Opening Social
 - Evite went out for the opening social.
 - Any members who signed up after initial invitation did not get an Evite
 - **Action Item – Hilary will email all club members an invitation and allow them to RSVP to the MSBFSC email.**
- New Coach
 - Anna Schmidt has joined MSBFSC as a coach.

- **Action Item: Kirsten will gather credentials to confirm professional status and provide Anna's information to be added to MSBFSC's public mediums.**
- 2016 Halloween Show
 - Show announcement will go out August 23, 2016
 - Kara provided board members with show timeline and project budget.
 - Accounts have been created under the name MSBFSC for costumes companies.
 - Show Chair and costume volunteer will be contacts and designated purchasers.
 - **Action Item: Matt will provide Kara with club payment information for costume accounts.**
- 2016 Budget and Banking
 - Hillary and Michelle submitted reimbursement request from last season's closing banquet.
 - Bank account needs to be switched over to current club leadership.
 - Murray Silver Blades Figure Skating Club will remove John Neilson and Nicole Luck as signers on MSBFSC bank account.
 - Paulette Melby will be added as a signer for the MSBFSC bank account.
 - Matt Shepard will add himself as a signer on the MSBFSC account at his convenience.

VI. Adjournment

Matthew Shepard adjourned the meeting at 7:43 PM.

Minutes submitted by: Kara Blackstock

Minutes approved by: